# ELECTIONS FELLOW

**SECRETARY OF STATE (DEPT OF STATE)**

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<th>Job Location:</th>
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<td>Address: 1700 W. Washington St. Phoenix, AZ 85007</td>
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<th>Posting Details:</th>
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<td>Salary: $32,000 - $40,000 annually (pro-rated based on actual length of fellowship)</td>
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<td>Grade: 04</td>
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<td>Closing Date: Open until filed</td>
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Link to Apply: [https://www.azstatejobs.gov/jobs/elections-fellow-phoenix-arizona-united-states](https://www.azstatejobs.gov/jobs/elections-fellow-phoenix-arizona-united-states)

## Job Summary:

The Arizona Secretary of State’s Office Elections Fellowship Program offers recent graduates who are interested in public service the opportunity to spend up to 12 months working with the Elections Division in the Arizona Secretary of State’s Office. The Elections Division advances the Secretary of State’s mission of ensuring a fair and secure election process across Arizona. The 2022 fellows will have the exciting opportunity to work with our office during a midterm election cycle. The main fellowship duty will be to work on the Statewide Publicity Pamphlet including working with vendors, managing content, managing design, and responding to public requests. This position will be a good fit for someone who possesses project management skills and interested in learning more about elections administration. Throughout their fellowship, fellows will participate in monthly check-in meetings with an Elections team lead to receive guidance and feedback.

## Job Duties:

- Produces statewide Publicity Pamphlet by working with the vendor on layout, printing and proofing; coordinate the development of the household mailing list; ensuring pamphlets printed for English, Spanish, large print, and ADA; and ensure electronic version of pamphlet is appropriately distributed.
- Conducts ballot measure Town Halls. Organizing these events includes: scheduling venues; scheduling interpreters as needed (sign language, Spanish); conducting publicity and outreach; ensuring pro and con groups are represented; preparing and delivering presentation.
- Assisting with proofing voter registration statistics, researching voter cancellations, assisting uniformed and overseas citizens with voter registration and casting a ballot, election night
reporting, proofing the official canvas, and other administrative duties.
- Assisting with public records requests which may include: tracking requests; communicating with the requester on topics such as fulfillment guidelines, costs, and updates on progress; coordinate collection and organization of responsive records by working with IT, elections, and other staff members; and reviewing and preparing documents for delivery.
- Assist with customer service via phones and emails to voters, election officials, and the general public regarding elections and voter registration.
- Other duties as assigned as related to the division.

Knowledge, Skills & Abilities (KSAs):

- Knowledge of basic office professionalism
- Basic knowledge of policy, government, public administration, or law
- Skill in active listening
- Skill in critical thinking, using logic and reasoning to approach problems
- Skill in working effectively with a team
- Skill in basic computer navigation
- Skill in project management
- Ability to be extremely detail-oriented
- Ability to adapt to changes in processes or responsibilities
- Ability to initiate and follow-through with tasks
- Ability to remain objective and non-partisan while serving as an intern under the Secretary of State

Selective Preference(s):

N/A

Pre-Employment Requirements:

- Must be able to participate full-time (Monday - Friday, 8:00 a.m. - 5:00 p.m.)
- Must have a minimum cumulative GPA of 2.75
- Must be at least 18 years old
- Valid AZ driver’s license or state picture ID
- Must have an undergraduate degree related to public policy, government, public administration, law social sciences or related field.

Benefits:

The Arizona Department of Administration offers a comprehensive benefits package to include:

- Sick leave
- Vacation with 10 paid holidays per year
- Health and dental insurance
- Retirement plan
- Life insurance and long-term disability insurance
- Optional employee benefits include short-term disability insurance, deferred compensation plans, and supplemental life insurance

For a complete list of benefits provided by The State of Arizona, please visit our benefits page

Retirement:

The fellowship participant may be subject to Arizona State Retirement System contributions.

Contact Us:

If you have any questions please feel free to contact Human Resources at humanresources@azsos.gov or 602-541-6170 for assistance.